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Intelligence Officer, GS-11

Incumbent:

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Assistant to the Chief
and Assistant Intelligence Control Officer
Reports Division (D/R), O/RR
Office of the Chief

As Assistant to the Chief, D/R, acts as executive officer of the Division, representing the Chief, D/R, in a variety of matters, both internally in the Division and externally in relation to other Divisions of O/RR; in contacts with IAC agencies and other Government agencies; and in general supervision of junior personnel in the Division, training them in procedures and techniques.

Screens all incoming material (documents, memoranda, reports, estimates, etc.) and brings significant matters to the attention of the Chief, and whenever possible, acts independently and arranges for necessary action or further routing within the Division. Effects an economy of time for Chief by marking for his attention significant intelligence data that are received.

Information officer for all publications of ORE and O/RR. This requires a familiarity with all reports published by ORE up to its reorganization and with those published since that time by O/RR, as well as broad experience with materials and knowledge of organization. D/R is the depository of the most complete file of ORE and O/RR issuances and as such is the focal point of research involving such materials.

Compiles with a minimum of supervision special reports and composes memoranda for Chief's signature.

Handles special projects for Chief such as miscellaneous research and compilation of statistics.

This position, as Assistant to the Chief, D/R, requires a wide knowledge of the organization of CIA and of O/RR in particular, a knowledge of the

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functions of the various Divisions within O/RR, and a familiarity with their activities, as well as a knowledge of current events and international affairs. It demands wide contacts in CIA and in the IAC agencies in expediting the fulfillment of numerous requests received by D/R. Such contacts require maturity of judgement, tact, and capacity to make quick and independent decisions.

As Assistant Intelligence Control Officer, under general direction of Chief, Project Initiation and Control Branch, assists in the initiation of projects, setting up terms of reference, and in the control and final dissemination of projects.

Serves as O/RR liaison to receive requests for intelligence support desired by O/PC, with responsibility for obtaining a clear requirement; for determining, with the advice of the producing components, O/RR, whether the requested information can be or should be supplied by O/RR; for determining the Division of prime responsibility and negotiating with the Division to accept the requirement; for fixing feasible deadlines for producing replies to such requirements; and for supplying the Division with all pertinent information regarding the requirements through a Project Initiation Sheet. When direct contact with the requester is desired by the producing Division, incumbent arranges such meetings. Incumbent also personally satisfies all requirements possible through reference to reports already published.

Incumbent follows up on the status of completion of such projects, has replies transmitted to O/PC, maintains necessary records, and supplies a monthly summary on reporting to O/PC for the attention of the AD/RR.

Assists in the processing of other requests for intelligence reports, setting up terms of reference, outlining scope and problem, setting deadlines,

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especially in the case of MP's (Miscellaneous Projects).

Is associated with the Intelligence Control Officer as the focal point in D/R for maintenance of current control records on all reports under production and answers all questions relative to the status of reports.

Is responsible for promulgating the O/RR Monthly Status Report for the advice of IAC and others as to production underway in O/RR and its stage of completion. In this connection, analyzes monthly reports from the various Divisions of O/RR in order to extract information concerning projects planned or under way. In addition, works up the statistical summary to this report, showing the number of reports each Division has completed for the month and since the beginning of the year.

Gathers together the information and prepares the weekly progress report for D/R for the information of the AD/RR and the Division Chiefs.

Prepares special reports on the status of projects as required.

Performs liaison with the office of AD/RR and with O/CD on dissemination as required.

Assists the Chief, Review and Publications Branch, in the editing of reports, giving advice as to format, style, printing problems, etc.

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